



## Walk Leader Checklist Paperwork and People

### Before leading a walk:

- **Risk assessment of specific route** (completed within last 6 months) – this does not need to be taken with you.
- **Recce the walk** as near to the start time as possible.
- Make sure that you have **everything you need** - a fully charged mobile phone, spare forms, etc.
- **Check the weather** and public transport before you set out.
- **Assign responsibilities** with other leaders and back markers to allocate roles and swap numbers if appropriate.

### To take with you, when leading a walk:

- **Register** – including names of walkers and leader(s), date, time, location and boot rating, indication of any new walkers, confirmation of completed HCS.
- **Health commitment statements (HCS)** – to be completed by all new walkers before commencing walk (should have been completed by any current walkers and walk leaders – please chase any outstanding walkers for this).
- **Accident report form(s)** – in case of accident or injury during the walk.

### At the start of the walk:

- **Take a register** and hand out a health commitment statement (HCS) to new walkers.
- **Introduce the route** - the length, the terrain, where there are toilets and rest points, and if there is a place for drinks at the end.
- **Highlight hazards** and remind walkers to take responsibility for their own safety, for example when crossing roads.
- **Remind walkers** not to leave the walk without telling a leader.
- Tell people to **speak to the leader or back marker if they feel unwell** or have any concerns.

### During the Walk:

- **Walk at a pace to suit your walkers**, ensuring that everybody is comfortable.
- **Use planned short breaks** – this enables walkers to enjoy the surroundings, gather this also allows for more interaction within a larger group.
- **Front leaders** - look behind you occasionally and keep back markers in sight.
- **Back markers** – watch out for people who are either struggling or socially not part of the group and remain at the back.
- **Look out for hazards** and point them out to walkers as appropriate. In social situations, people easily get distracted and forget to check for hazards themselves.

### After the walk:

- **Once the walk has finished** please give all paperwork to your scheme coordinator. If it is not possible to do this immediately, keep the forms secure, for instance in a locked cabinet.